

The Planning Commission for the City of Junction City met on Tuesday, September 16, 2015 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

**PRESENT WERE:** Planning Commissioners, Jason Thiesfeld (Chair), Jack Sumner (Vice Chair), Jeff Haag, Ken Wells, Stuart Holderby, James Hukill, and Sandra Dunn; Planning Commission Alternate, Alicia Beymer; City Planner, Jordan Cogburn and; Planning Secretary Substitute, sGina Moore; **ABSENT:** None

#### **I. OPEN MEETING AND REVIEW AGENDA**

Chair Thiesfeld opened the meeting at 6:30 pm and led the Pledge of Allegiance.

#### **II. CHANGES TO THE AGENDA**

Staff requested the public hearings originally re-scheduled to July 15, 2015, for CPA-15-01 & RZ-15-01 be removed from the agenda as Hayden Homes notified the City they were no longer pursuing the project. Therefore Staff recommended the associated comprehensive plan and zone change amendments (CPA-15-01 & RZ-15-01) be tabled until further notice.

A letter was received from the property owner, Oaklea Enterprises, which stated they did not recognize or accept approval of PUD 15-01 because the PUD applicant, Hayden Homes, backed out of their deal. The status of the PUD approval was in question since certain approval requirements, such as the dedication for a street on the north property line were not made correctly. Therefore, moving forward with the public hearings for CPA-15-01 AND RZ-15-01, based on the PUD approval might not be valid.

**Consensus:** The consensus of the Commission was to table the public hearings for CPA-15-01 AND RZ-15-01.

#### **III. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)**

There were none.

#### **IV. APPROVAL OF MINUTES**

##### **• AUGUST 18 2015**

**Motion:** Commissioner Haag made a motion to approve the August 18, 2015 minutes as written. Commissioner Dunn seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

## **V. PLANNING COMMISSION BY-LAWS AMENDMENT: MEMBERSHIP**

Planner Cogburn said the Planning Commission had requested that Staff bring back proposed changes to the By-laws based on prior Commission discussions about membership requirements. The current By-Laws reflect numerous revisions in terms of membership, and provide a numerical value when referencing membership that does not match the total membership. The Planning Commission By-Laws, Junction City Municipal Code, and City Ordinance relative to Planning Commission membership, did not mirror one another.

At the July 15, 2015 Stand Planning Commission meeting, the Commission provided notice of potential amendments to the By-Laws, and directed Staff to return with revisions that would allow for Alternate members to reside anywhere within the 97448 zip code and clarify various sections within the By-Laws that conflicted with the municipal code and/or city ordinance.

The Commission held a discussion regarding a more expedient process to fill a vacancy on the Planning Commission. There was general consensus of the Commission to be able to make recommendation to the Mayor to appoint an existing Planning Commission Alternate to the vacancy. The current process followed City code for filling vacancies which included advertising a vacancy for 60 days and requiring an interested Alternate apply during that period.

A code text amendment to the Junction City Municipal Code would be necessary in order for it to conform to the proposed By-Law amendments. A code text amendment would repeal the current Ordinance and replace it with an Ordinance that mirrored the By-Laws, and thus amend the Junction City Municipal Code. The code text amendment process required approval from the Planning Commission and the City Council.

**Motion:** Commissioner made a motion to amend the Planning Commission By-Laws as presented in Attachment A. Commissioner Dunn seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

## **VI. PLANNING COMMISSION ALTERNATE VACANCY RECOMMENDATION**

**Motion:** Commissioner Haag made a motion to recommend to the Mayor and City Council appointment of Patricia Phelan to fill the Planning Commission Alternate vacancy. Commissioner Dunn seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

## **VII. PLANNING ACTIVITY REPORT**

Planner Cogburn reviewed the Planning Activity report with the Commission.

## **VIII. COMMISSIONER COMMENTS**

Commissioner Sumner asked about a stop sign on the northwest corner of W 18<sup>th</sup> a county road and the access to Safeway. This was brought up at the September 15, 2015 Public Safety Committee meeting. He asked was there anything the City could do there.

Planner Cogburn responded another individual had inquired about traffic sign at other locations in the city. Direction from the City Council was, after completion of the transportation system plan review, to assess the road network and determine where signage/signals were needed.

## **VIII. ADJOURNMENT**

**Motion:** Commissioner Dunn made a motion to adjourn the meeting. Commissioner Sumner seconded the motion.

**Vote:** Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

The meeting adjourned at 7:423 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday October 21, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

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Jason Thiesfeld, Planning Commission Chair